Change in Employment Status

Request Data

Business Area
Enter the agency code. This is a 4-digit number. For example, 0610 represents the Department of Finance & Administration.

Personnel Area
Enter the unique personnel area that this employee is assigned to. The personnel area is a combination of a 2-digit agency code and a 2-digit sequence number representing that agencies physical location. For example, the Department of Finance & Administration has several locations that are sequentially numbered. DFA's first physical location is indicated by FA01.

Action Type
Select the appropriate action.

Effective Date
Enter the date that this action should be effective.

Employee Name
Enter the employee's actual name as it appears in their personnel record. Do not enter nicknames or name abbreviations.

Create Action Data

Reason
Enter the appropriate reason for the action chosen. The complete list of actions and reasons are listed within the HR Coding Guide.

Reason Description
Enter the full text of the reason description. This will allow members within your organization to understand the document without having to know the reason codes.

Employee Group
If an employee has entered the DROP program, the employee group must be changed to Employee Group 4, State DROP employee.
Retiring employees should be changed to Employee Group 2, State Retiree

Employee Subgroup
If the employment action is Retirement, change the Employee Subgroup to UR-Retirees.

Monitoring of Dates (TERMINATION AND RETIREMENT)

Date Entry
For termination and retirement actions, complete the appropriate date entry.

Reminder Date
Enter a date that you would like a follow up reminder sent to the employee's Personnel Administrator

Lead/Follow Time
If you do not want a specific reminder date, you have the option of entering a lead time. For example, you could enter 1 day, week, month, or year before the date you would like to monitor.

Delimit Bank Details Data

If the employee has Direct Deposit, then this relationship with the bank must be ended. Attach a copy of the Bank Details form so that OPM Payroll can verify the data.

Objects on Loan

If the employee has any assigned assets, complete the Objects on Loan form to indicate the items returned.

Authorizations

Employee Signature
The employee supervisor must approve the request.
Approving Authority
Two lines are provided for supervisor(s) approval.